

2004 Personal Property Listing

Please complete and return the entire listing by April 30, 2004, to avoid a penalty.

READ THE GENERAL INFORMATION AND INSTRUCTIONS ON THE NEXT PAGE.

CLARK COUNTY ASSESSMENT AND GIS

Linda Franklin, Assessor

by Jon G. Christian

Personal Property Section

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For Assessor Use Only:

Personal Property
Account Number: _____

Levy District: _____

Situs: _____

FOR ASSESSOR USE ONLY:

RPN: _____

☐ HOF Supplies: ☐ Aff ☐ Est Initials
☐ <500 ☐ LHI
☐ N/C ☐ Add ☐ Del _____

TAXPAYER INFORMATION: The following name, mailing address, business location, and other information appear on your current Clark County personal property records for this account. Please make any necessary changes, and complete any missing information. Be sure to list the UBI number from your State of Washington Master License.

NO LONGER IN BUSINESS IN CLARK COUNTY? SEE PAGE 2

LEGAL OWNER: _____

BUSINESS NAME / ATTENTION OR C/O: _____

MAILING ADDRESS: _____

CITY: _____

STATE: _____

ZIP: _____

ZIP + 4: _____

BUSINESS ADDRESS: _____

LEGAL OWNER'S PHONE #: _____

IMPORTANT:
Please fill in UBI #
(if blank)

STATE OF WA UBI #: _____

SIC Code: _____

RCW 84.40.190 - Statement of Personal Property

Every person required by this title to list property shall make out and deliver to the assessor, or to the department as required by RCW 84.40.065, either in person, by mail, or by electronic transmittal if available, a statement of all the personal property in his or her possession or under his or her control, and which, by the provisions of this title, he or she is required to list for taxation, either as owner or holder thereof. When any list, schedule, or statement is made, the principal required to make out and deliver the same shall be responsible for the contents and the filing thereof and shall be liable for the penalties imposed pursuant to RCW 84.40.130.

Name of Owner, Partner,
Officer, or Legal Agent: _____

(Please Print)

(Date)

Title: _____

(Please Print)

Preparer's Name: _____

(Please Print)

Preparer's Telephone Number: () _____

Preparer's Fax Number: () _____

Preparer's
E-Mail
Address: _____

GENERAL INFORMATION:

The purpose of this listing is to obtain a record of the personal property you own or have in your possession or control as of January 1, 2004. State law requires the Assessor to discover, list, and value all taxable personal property within their county each year. A separate listing is needed for each location in Clark County. RCW 84.40.040

VALUATION:

An assessed value is determined by the Assessor from the information you supply on this listing. You will be sent a VALUATION NOTICE for your records stating the assessed value. This value may be appealed to the Board of Equalization within 60 days of the mailing date on the VALUATION NOTICE or by July 1, whichever is later. The 2004 assessment is the basis for the 2005 tax. A tax bill based on the assessed value will be mailed February 2005.

WHO MUST FILE A LISTING?

All individuals, partnerships, corporations, associations, and trusts that have assessable personal property in Clark County as of JANUARY 1, 2004.

WHEN AND WHERE MUST THE LISTING BE FILED?

You must complete and return this entire listing by April 30, 2004. Clark County considers a government postmark of April 30, 2004, as a timely filing. A postage meter stamp is not a timely filing. Failure to file may result in a penalty (up to 25% of the tax) added to the 2005 tax. Extensions are not allowed. Be sure to keep a copy for your records. Mail it to:

Clark County Assessor, Personal Property Section, PO Box 5000, Vancouver, WA 98666-5000

WHAT PERSONAL PROPERTY IS TAXABLE?

Taxable personal property includes all tangible machinery, equipment, furniture, fixtures, supplies, leased and rented assets, leasehold improvements, etc. This includes fully depreciated, expensed, and stored property, but excludes motor vehicles primarily designed for use on public streets.

NOTE: The information submitted on this listing is subject to audit procedures by the Clark County Assessor and the State of Washington Department of Revenue.

BUSINESS CHANGE OF STATUS: Complete this section if you have sold, moved, or closed your business, or have filed bankruptcy.**BANKRUPTCY:** If you have filed bankruptcy, you must complete this section and the rest of the listing.

Date: _____ Chapter: _____ Case #: _____

Attorney: _____

Address: _____ Phone #: _____

SALE OF BUSINESS:

Date of Sale or Repossession: _____ Sale Price of Personal Property: \$ _____

Deed ☐
Contract ☐
Bulk Sale ☐

Title Transfer ☐
Repossession ☐
Other (Explain) ☐

New Owner's Information:

Name: _____

Street Address: _____

City, State, and Zip: _____

Phone #: _____

MOVED OUT OF CLARK COUNTY:

Date: _____

New Mailing Address: _____

New Business Address: _____

New Phone #: _____

CLOSED:

What happened to Personal Property? _____

Out of Business ☐ Date: _____
Retired ☐
Other (Explain) ☐ _____

If you moved or closed your business after January 1, 2003, you are liable for the full 2004 tax. If you move or close your business after January 1, 2004, you are liable for the 2004 assessment and the 2005 tax. Call the Clark County Treasurer at (360) 397-2252 for an Advanced Tax Bill.

INSTRUCTIONS: (Please complete each section as it relates to your business)**ITEM 1: NON-INVENTORY SUPPLIES**

Supplies and materials which do not become ingredients or components of articles produced for sale are assessable personal property and **MUST BE REPORTED**. Report the cost of all assessable supplies as of January 1. Examples include, but are not limited to: office, shop, and maintenance supplies; medical and dental supplies; spare parts; fuel reserves; retail packaging and merchandising materials; and expensed assets not reported in a different schedule. Do not include inventory held for resale.

Cost of supplies on hand January 1: \$ _____ **OR** Prior year's expenses divided by 12: \$ _____

ITEM 2: HEAD OF FAMILY EXEMPTION

An exemption is granted to sole proprietors of the listed personal property who are the head of a family **OR** a surviving spouse **OR** over 65 and a 10-year Washington resident. Only one exemption is allowed statewide. This exemption is not allowed to partnerships or corporations.

This exemption must be applied for each year.

Do you meet the qualifications for the head of family exemption on this account?

Yes ☐ No ☐

ITEM 3: RENTAL DVDS, VIDEO TAPES, AND GAMES

Item 3 has changed: Now report all rental DVD's, video tapes, game cartridges, books on tape, and other similar assets under Item 6: All Other Personal Property. Show the original cost and the year of purchase for each category. If you do not have the actual cost, report the number per type (tapes, games, etc.) on hand as of January 1, 2004.

ITEM 4: LEASED, LOANED, BORROWED, RENTED, OR CONSIGNED PROPERTY

All leased, loaned, borrowed, rented, consigned property and all personal property stored at your place of business by others as of January 1 must be listed in this area.

List all personal property formerly leased but now owned in ITEM 6. Report your original cost and year acquired--not your residual or lease buyout costs.

Do you lease, rent, or borrow personal property from others? If yes, list below.

Yes ☐ No ☐

LESSOR				LEASE DATES	
NAME / PHONE / ADDRESS	LEASE NUMBER	ASSET DESCRIPTION	ORIGINAL COST	FROM	TO

(Attach additional sheets if needed.)

Do you lease, rent, or loan personal property to others? If yes, list below.

Yes ☐ No ☐

LESSEE				LEASE DATES	
NAME / PHONE / ADDRESS	LEASE NUMBER	ASSET DESCRIPTION	ORIGINAL COST	FROM	TO

(Attach additional sheets if needed.)

If you lease real property and have added improvements, these improvements may be real or personal property. Generally, an improvement made to the structure that has no direct application to the process or function of the industry, trade, or profession is real property; and improvements that apply to the industry, trade, or profession are personal property. For example, carpets and other floor coverings are a normal part of a building and are, therefore, real property; a service counter is for business use and is personal property.

No ☐

(Attach additional sheets if needed.)

List the year the asset was actually acquired at the stated purchase price. Do not list residual buy-out or model year for assets that were formerly leased.

(Attach additional sheets if needed.)